

To: CN=Palmer Hough/OU=DC/O=USEPA/C=US@EPA;CN=Jenny Thomas/OU=DC/O=USEPA/C=US@EPA[]; N=Jenny Thomas/OU=DC/O=USEPA/C=US@EPA[]
Cc: []
From: CN=Rachel Fertik/OU=DC/O=USEPA/C=US
Sent: Fri 7/8/2011 3:02:49 PM
Subject: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

Palmer & Jenny - Room # highlighted below.
- R

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Rachel,

What RTP will need to know is the Room Names where the VTC's will be. An IP address would be helpful to them if a 'worse case' scenario happens where they cannot locate the VTC by room name. Once they know that, RTP will take care of connecting all the VTC's for this meeting. All you'd have to do is make sure the VTC is turned on.

As for the "gotomeeting" for the presentation, I'll let Michael Szerlog handle that part, if you don't mind, Michael.  
- Candace

----- Forwarded by Rachel Fertik/DC/USEPA/US on 07/08/2011 10:58 AM -----

**From:** Rachel Fertik/DC/USEPA/US  
**To:** Martha Workman/DC/USEPA/US@EPA  
**Cc:** Peg Lane/R10/USEPA/US@EPA, Carol McRae/DC/USEPA/US@EPA, Sheila Eckman/R10/USEPA/US@EPA, Palmer Hough/DC/USEPA/US@EPA, Gloria Posey/DC/USEPA/US@EPA, Candace Smith/R10/USEPA/US@EPA, Robert Stevens/DC/USEPA/US@EPA, Terry Howard/DC/USEPA/US@EPA  
**Date:** 07/07/2011 06:23 PM  
**Subject:** Re: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

Thanks, all.  
There was a lot of info passed back and forth today working towards setting up the video conference executive briefing on Tuesday - thank you. I'm new to video conferencing and basically just trying to facilitate a request from Bob and Nancy, so I appreciate your patience. Also, I now understand that we also have to bring in the Region 10 RA to this teleconference.

The briefing will be 1-3pm EDT, and the setup/testing will be in the hour immediately preceding.

Please reply-all to fill in any blanks. To Be continued tomorrow - must dash.  
- Rachel  
202-4566-1452

Technical POC's  
HQ - Terry Howard and Gloria Posey, Haile Gabriel (contractor) 564-0380 - Martha Workman should also be kept in the loop.  
Alaska - Peg Lane, Sheila Eckman as backup  
Seattle - Candace H. Smith, (206) 553-6524, Admin. Specialist to Michelle Pirzadeh

#### ROOM RESERVATIONS

HQ 3106C EPA East conference room - I just had confirmation from Robert Stevens that the room is now available to us from 1-2 and he will move his meeting (thanks, Robert!).

Martha, if you haven't already, could you please reserve that room fully from 12:00-3pm EDT on 7-12 so nobody else takes it? Thank you very much.

R10 Alaska conference room is also now reserved, I believe.

R10 Seattle - if your room isn't already reserved, please reserve it for that timeslot.

#### POWERPOINT VIEWING

R10 Alaska office will be the presenters. According to Glora Posey, at least in terms of the HQ video conferencing equipment, only CTS equipment can be connected to the networks. Both of the OW HQ Immediate Office Conference rooms 2369B and 3106C have: 1. a computer, 2. video capability, 3. internet capability, and 4. teleconference capability. We do not have any additional CTS machines (laptop or cpu) that can be placed in a conference room.

We need both R10 office POCs to determine whether this same capability will work for them, and allow Alaska to transmit the powerpoint to R10 Seattle and HQ.

#### IN-ROOM TECH ASSISTANCE FOR PARTICIPANTS

Does each office have help for the participants getting started at 1pm EDT?

Martha - who would be that person for HQ please?

From: Martha Workman/DC/USEPA/US

To: Peg Lane/R10/USEPA/US@EPA

Cc: Rachel Fertik/DC/USEPA/US@EPA, Carol McRae/DC/USEPA/US@EPA, Sheila Eckman/R10/USEPA/US@EPA, Palmer Hough/DC/USEPA/US@EPA, Gloria Posey/DC/USEPA/US@EPA, Candace Smith/R10/USEPA/US@EPA

Date: 07/07/2011 03:11 PM

Subject: Re: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

Thank you!

Martha

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Martha Lee Workman  
Executive Assistant/Scheduler for  
Nancy K. Stoner, Acting Assistant Administrator  
Office of Water (4101M)  
Immediate Office  
1200 Pennsylvania Avenue., NW  
Washington, DC 20460  
Cubicle 3219D EPA East  
Telephone: (202) 564-3774  
Fax: (202) 564-0488  
E-mail: workman.martha@epa.gov

From: Peg Lane/R10/USEPA/US  
To: Martha Workman/DC/USEPA/US@EPA  
Cc: Rachel Fertik/DC/USEPA/US@EPA, Carol McRae/DC/USEPA/US@EPA, Sheila Eckman/R10/USEPA/US@EPA, Palmer Hough/DC/USEPA/US@EPA, Gloria Posey/DC/USEPA/US@EPA, Candace Smith/R10/USEPA/US@EPA  
Date: 07/07/2011 02:55 PM  
Subject: Re: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

I'll make sure the VTC in the AOO Large Conference Room is on and ready to receive any transmissions from HQ an hour before the start of the meeting for testing purposes. I will also make sure there is a laptop connected to the network so Sheila can activate the GoTo meeting. Hopefully, we won't have any connection issues.

If needed, the direct line for the conference room is: 907-271-5086

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Peg Lane
U.S. Environmental Protection Agency
Alaska Operations Office
222 W. 7th Avenue, #19 (Rm. 537)
Anchorage, AK 99513-7588
907-271-3206 (Ph)
907-271-3424 (Fax)
<http://www.epa.gov/r10earth>
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From: Martha Workman/DC/USEPA/US  
To: Rachel Fertik/DC/USEPA/US@EPA, Carol McRae/DC/USEPA/US@EPA  
Cc: Sheila Eckman/R10/USEPA/US@EPA, Peg Lane/R10/USEPA/US@EPA, Palmer Hough/DC/USEPA/US@EPA, Gloria Posey/DC/USEPA/US@EPA  
Date: 07/07/2011 10:47 AM  
Subject: Re: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

Rachel,

I'm cc'ing Carol McRae on this in regards to Conference Room 3106 EPA East. Thank You!

Martha

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Martha Lee Workman  
Executive Assistant/Scheduler for  
Nancy K. Stoner, Acting Assistant Administrator  
Office of Water (4101M)  
Immediate Office  
1200 Pennsylvania Avenue., NW  
Washington, DC 20460

Cubicle 3219D EPA East  
Telephone: (202) 564-3774  
Fax: (202) 564-0488  
E-mail: workman.martha@epa.gov

From: Rachel Fertik/DC/USEPA/US  
To: Sheila Eckman/R10/USEPA/US@EPA  
Cc: Peg Lane/R10/USEPA/US@EPA, Palmer Hough/DC/USEPA/US@EPA, Gloria Posey/DC/USEPA/US@EPA, Martha Workman/DC/USEPA/US@EPA  
Date: 07/07/2011 12:41 PM  
Subject: Re: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

I'm adding Gloria Posey and Martha Workman to this email conversation.

Gloria,  
Nancy Stoner and Bob Sussman will also need a computer/projector that will be on the network to log into GotoMeeting and follow the PowerPoint presentation. Will you be able to take care of that? If not, who should we ask?

Peg asked if it is possible to test the VTC connection today, as she has a very full schedule on 7/12. She has reserved the VTC in the AOO large conference room in the Alaska R10 office.

Martha - I just left a voicemail for you about this executive briefing. I'm hoping that you might be able to help me reserve the conference room 3106C, which has the video conferencing equipment.

Thanks!

- Rachel

From: Sheila Eckman/R10/USEPA/US  
To: Peg Lane/R10/USEPA/US@EPA  
Cc: Rachel Fertik/DC/USEPA/US@EPA, Palmer Hough/DC/USEPA/US@EPA  
Date: 07/07/2011 12:31 PM  
Subject: Re: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

We will need a computer that will be on the network to log into gotomeeting. I could bring my laptop with an air card but I'm not sure it would work there. The DC folks will also need a computer/projector to follow the presentation in gotomeeting. Thanks!

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Sheila M. Eckman  
Bristol Bay Watershed Assessment Project Manager

Office of Ecosystems, Tribal and Public Affairs  
EPA Region 10  
(206)553-0455  
eckman.sheila@epa.gov

From: Peg Lane/R10/USEPA/US  
To: Rachel Fertik/DC/USEPA/US@EPA  
Cc: Palmer Hough/DC/USEPA/US@EPA, Sheila Eckman/R10/USEPA/US@EPA  
Date: 07/07/2011 09:07 AM  
Subject: Re: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

Good morning, All -

The VTC in the AOO large conference room has been reserved. My preference is to test the connection today, if possible. I've got a very full schedule on 7/12 with IRU staff from the regional office coming to AOO and I've set my day aside to work with those folks.

Will we just be connecting VTCs in Anchorage and HQ, and not using other equipment (ie. powerpoints via laptop, etc.)?

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Peg Lane
U.S. Environmental Protection Agency
Alaska Operations Office
222 W. 7th Avenue, #19 (Rm. 537)
Anchorage, AK 99513-7588
907-271-3206 (Ph)
907-271-3424 (Fax)
<http://www.epa.gov/r10earth>
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From: Rachel Fertik/DC/USEPA/US  
To: Sheila Eckman/R10/USEPA/US@EPA, Peg Lane/R10/USEPA/US@EPA  
Cc: Palmer Hough/DC/USEPA/US@EPA  
Date: 07/07/2011 07:07 AM  
Subject: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

Sheila and Peg -

I talked with Gloria. This is going to take several steps, including a 10 minute dry run on Monday to check the connection. I'm going to need to request that a couple staff move their meetings currently scheduled for the room here, which is 3106 EPA East.

Sheila - How long is this briefing scheduled to last? 1-2:30? Should I schedule 1-3 just to be safe?

Peg - do you know what room will be used on your end? According to Gloria, she needs to know this in order to know which to "dial in".

Also, do we know how many people will be speaking in AK? This determines whether we will need a "bridge line" from RTP.

Thanks,  
Rachel

----- Forwarded by Rachel Fertik/DC/USEPA/US on 07/07/2011 11:01 AM -----

From: Gloria Posey/DC/USEPA/US  
To: Rachel Fertik/DC/USEPA/US@EPA  
Cc: "Terry Howard" <Howard.Terry@epamail.epa.gov>  
Date: 07/07/2011 06:18 AM  
Subject: Re: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

Hi,

Please give me a call regarding this request.

Thanks.

Gloria J. Posey  
202-564-0465 (office)  
202-281-0873 (BB Cell)  
202-564-0500 (Fax)

----- Original Message -----

From: Rachel Fertik  
Sent: 07/06/2011 07:14 PM EDT  
To: Terry Howard; Gloria Posey  
Cc: Sheila Eckman; Palmer Hough; Peg Lane; Richard Parkin  
Subject: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

Hello Terry and Gloria,

I understand you are two of the HQ POC for setting up HQ-Region video conferencing. Is that correct? If so, I'd like to request some assistance in coordinating setup for a video conference scheduled on July 12, at 1-3pm EDT. The other participating office (the other camera) will be the Alaska Operations office, and (as you're probably aware) the video conference tech POC in Alaska is Peg Lane, copied above. This meeting will include senior management from both offices.

I believe Peg is already up to speed on the participants and needs for this video conference, so the main purpose of this email is to put you in touch with her so that you can coordinate the logistics.

Could you please confirm receipt of this email so I know that the request has been received? Also, let me know if you need further information about this meeting from OW, since I can help you from the HQ end.

Thank you very much  
Rachel

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Rachel Fertik  
U.S. EPA - Office of Wetlands, Oceans and Watersheds  
202-566-1452

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